State of Missouri Contract C104006001 Vehicle Rental Services Procedures for Rental Reservations Using a State Travel P-Card



How to Set Up Your State Purchasing Account to Use for Rentals:

State agencies can use a central travel account (p-card) for Enterprise rental reservations.

- Agencies must contact Matt Gandy with Enterprise (contact information below) to set up their p-card for rentals
- ➤ Enterprise will provide a Procurement Card Billing Form that should be completed and returned to Enterprise
- Enterprise will assign individual account number(s) that are linked to each p-card set up for rental reservations. These individual account numbers or customer numbers are unique for each p-card so that when used during the reservation process, the p-card info is automatically applied to the rental
- > Only the p-card holder should have access to the account numbers established for their card.
- ➤ Rental reservations made online using the p-card must be made at www.enterprise.com. Reservations should NOT be made online at the State Fleet Management website at:
 http://www.oa.mo.gov/gs/fm/onlinereservations.htm as this site only facilitates direct billing

Steps to Make Your Rental Reservations via the P-card:

- ➤ Go to www.enterprise.com
- Enter the location where you would like to pick up your rental.
- Enter the starting and ending dates and times when the rental is needed.
- In the field labeled "Optional:" enter your account number. (For example, 4MOSTIN) Each procurement card will be assigned an account number(s) at a later date (see next page for illustration)
- Click on the orange "Search" button
- > On the following page, enter 'STA' as the PIN number (see next page for illustration)
- Click on the orange "Sign In" button
- All locations that match your search criteria will show up on the following page. Click on the "Select" button next to the location you would like to use.
- > The following page will show all sizes of cars and rates that are available at the branch you selected. Click on the "Select" button next to your vehicle choice.
- ➤ On the following page, enter the renter's name, phone number, email address (optional), and type of credit card. Then you may either fill out additional information to save time at the rental counter, or click the orange "Continue" button.
- ➤ The following page will show a summary of your rental. Click the orange "Book Now" button to reserve your car. Your reservation is not complete until you click this button! After you click "Book Now," your confirmation number will be shown on the following page.

Questions?

Enterprise Account Representative

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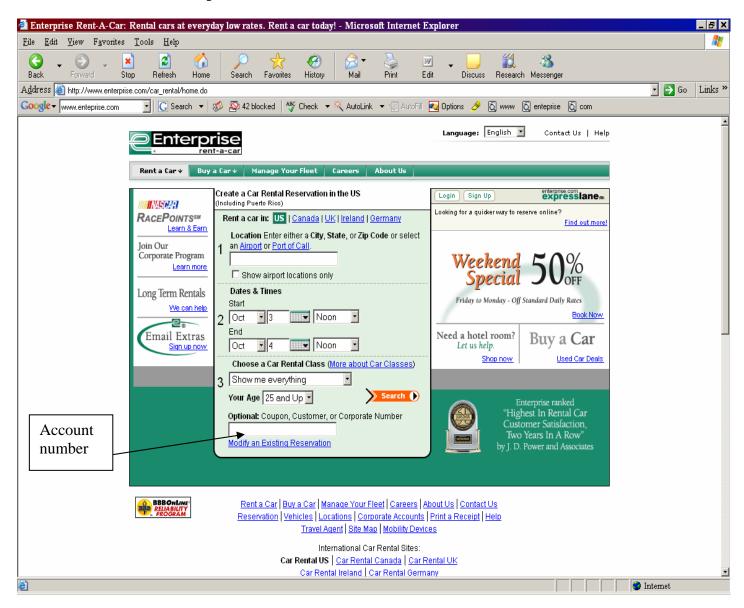
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Enterprise Website Illustrations – Account Number and PIN



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Enter 'STA' in the PIN number field as illustrated below.

